

MOBILE COUNTY COMMISSION

205 Government Street
Mobile, Alabama 36644
PO BOX 1443
Mobile, AL 36633

BID INVITATION

NO. 120-12

SEPTEMBER 7, 2012

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the Mobile County Commission, Mobile, Alabama, will receive bids on the following items

ANNUAL BOOK BINDING BID FOR MOBILE COUNTY REVENUE COMMISSION AS PER ATTACHED SPECIFICATIONS:

NOTE: PRICES MUST REMAIN FIRM FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2013.

Any questions or comments concerning the bid requirements must be brought to the attention of the Purchasing Agent, Susan Holland, 251-574-8613, 205 Government Street, 8th floor south tower, Mobile, Alabama 36644, to or at bid opening or will be forever waived.

All bidders shall furnish a five percent (5%) bid bond on any contract exceeding \$15,000: provided, that bonding is available for services, equipment or materials.

Out of State Corporations shall furnish a Certificate of Authority to transact business in the State of Alabama. Out of State limited liability companies shall provide proof of registration to transact business in this state. Alabama law requires that a successful bidder, if it has employees in the State of Alabama, provide proof of enrollment in E-Verify prior to the award of a contract. (See enclosed notice which must be completed, signed and returned with your bid.)

If applicable to a contract resulting from this invitation, the successful bidder must comply with the Contractor Felony Investigation Policy, available in the Purchasing Department or at mobilecountyal.gov.

This inquiry is to establish a price and a source of supply for the above listed items by Mobile County Commission and the incorporated areas therein. Purchases by political subdivisions are optional with those agencies.

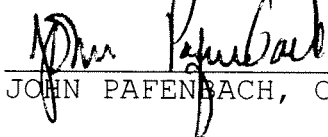
THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, AGE, SEX, NATIONAL ORIGIN, RELIGION, OR DISABILITIES.

F.O.B. Mobile DATE OF DELIVERY _____ TERMS _____ You are invited to bid on the above specifications. The restrictions contained herein are for the purpose of fixing a quality level, and any deviation therefrom must, in detail establish that it meets the quality requirements.

BIDS WILL BE RECEIVED UNTIL 10:00 A.M. September 26, 2012

ALL BIDS MUST BE SEALED, THE WORD "BID", THE BID NUMBER AND THE NAME OF THE ITEM MARKED ON THE OUTSIDE OF THE ENVELOPE. BIDS WILL BE RECEIVED BY THE RECEPTIONIST IN THE OFFICE OF THE COUNTY COMMISSION ADMINISTRATOR, 205 GOVERNMENT STREET ON THE EIGHTH FLOOR OF THE MOBILE COUNTY GOVERNMENT PLAZA. FAILURE TO OBSERVE THE ABOVE INSTRUCTIONS WILL CONSTITUTE GROUNDS FOR REJECTION OF YOUR BID. THE COMMISSION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

MOBILE COUNTY COMMISSION



JOHN PAFENBACH, COUNTY ADMINISTRATOR

We propose to meet the above specifications for the sum

of \$ SEE ATTACHED LIST.

Delivery can be made in _____ days from receipt of award.

RESPECTFULLY

BY _____

THIS DOCUMENT MUST BE COMPLETED, SIGNED AND RETURNED
WITH YOUR BID

As proof of enrollment in E-Verify, Mobile County requires a copy of the electronically signed signature page of the contractor's Memorandum of Understanding with the U.S. Department of Homeland Security or Alabama Department of Homeland Security (contractors having fewer than 25 employees may enroll in E-Verify through the state Department of Homeland Security).

the State of Alabama

_____ (company name) is enrolled in E-Verify and a copy of the electronically signed signature page of the company's Memorandum of Understanding is attached.

Title

SAMPLE

E-Verify



Company ID Number: 477783

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer: Mobile County Commission

Connie Hudson

Name (Please Type or Print)

Title

Electronically Signed

Signature

12/21/2011

Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

Signature

12/21/2011

Date

Information Required for the E-Verify Program

Information relating to your Company:

Company Name: Mobile County Commission

Company Facility Address: 205 Government Street

8th Floor South Tower

Mobile, AL 36644

Company Alternate

Address:

County or Parish: MOBILE

Employer Identification

Number: 636001644

MOBILE COUNTY COMMISSION

BID FORM

Date: _____

BID #120-12

ANNUAL BOOK BINDING BID FOR MOBILE COUNTY REVENUE COMMISSION:

Company _____

Company Representative _____
(Print)

Company Representative _____
(Signature)

Address _____

Phone number () _____ **Fax number ()** _____

Federal ID Number _____

Email Address _____

Company Web Address _____

BID SPECIFICATIONS FOR BOOKBINDING SERVICES
FOR
MOBILE COUNTY REVENUE COMMISSION

Vendors are invited to submit bids to the County for the binding and labeling of books, as per attached specifications.

Vendor Requirements

Vendor must be licensed in the State of Alabama.

Vendor must have completed this type of business for a minimum of five years.

Administration Requirements

All communication with vendors regarding this Bid will come from individual's department heads as per attachments, 3925 Michael Boulevard, Suite G, and Mobile, AL 36609. Information received by the vendor from any other source will not be considered official for the purpose of this bid or its evaluation.

The contracting authority for the awarding and execution of a contract resulting from this invitation shall be the Mobile County Commission of Mobile, Alabama.

The County reserves the right to accept or reject any and all bids and to waive any technicalities in the bids received. The County will award the bid based upon the Revenue Commissioner's recommended lowest responsible bidder. The County shall not be liable for any cost incurred by the bidder prior to execution of a contract.

The bidder must submit the contract form or draft containing all the terms and conditions acceptable to the bidder covering the bid pursuant to this invitation. The contract will be subject to interpretation under the laws of the State of Alabama, and subject to review by the County Attorney as to the legality of its form and compliance to state law.

The contents of the successful vendor's bid, together with the specifications contained within this proposal, will become an addendum to and a part of any and all agreements between the County and the successful bidder. Failure of successful bidder to accept these provisions may result in cancellation of the award. Note: the contract shall contain a clause to the effect that this invitation to bid and the vendor's bid, shall in its entirety become an addendum to and a part of the contract to be made between the County and the successful bidder.

The correction of errors after the bid opening will not be allowed except for extension errors, multiplication of quantities by unit prices, and totaling errors clearly evident on the face of the bid proposal form or on any supplements attached thereto.

Correction of errors allowed by above paragraph must be accomplished in writing within two days after the opening of bids for the purpose of determining the lowest and best responsible bid.

Any change to this bid will be made by an addendum issued by the County. Addenda will be available to all vendors originally given the bid request. It is responsibility of the vendors to obtain these addenda and conform to all changes presented in said addenda.

Mobile County is tax exempt.

The County will make payment in full upon certification by the vendor of its completion.

The contract shall provide for billing based upon the prices or changes bid and services rendered for the billing. Unless otherwise agreed upon, the vendor shall submit his invoice or billing to:

- **Accounts Payable**
- **Mobile County Commission**
 - **PO BOX 1443**
 - **Mobile AL 36633**

The County is not liable for any cost incurred by a vendor in replying to this bid request.

In the event of the bidder's failure to deliver, and perform to the satisfaction of the County during the acceptance period, the County reserves the right to cancel the purchase order and any associated agreements without any resulting liability, present or future to the County. In agreements without any resulting liability, present or future to the County. In addition, the County reserves the right to invoke the bidder's performance bond.

The vendor shall warrant that all work and materials furnished to the County under this proposal shall be free from defects of materials and workmanship. The bidder shall, at his expense, correct, repair, or replace all such defective work and materials.

Prices must remain firm for 12 months from the date the contract is awarded, and may be extended for another 24 month period (not to exceed 36 months) with mutual consent of Mobile County and successful bidder.

ASSESSING/BUSINESS PERSONAL PROPERTY
ASSESSMENT BOOKS-BINDING SPECIFICATIONS

1. Assessment books are to be hard bound.
2. Book size – adequate to bind page size 7- ½ “x14-1/2” (varying thickness) with factory end Sheets or 140# Spectratech white index.
3. Books are to be padded, drilled and sewn.
4. Binder boards are to be .123 thicknesses.
5. Books to be bound PS 860 (colors to be decided)
6. Spine of book foil stamped in 36 pt. Century, 24 pt. Helvetica type, 1 to 3 lines.
7. Books consist of three lines on spine only.
8. Picked up and delivered within 15 working days.
9. Temporary end covers 1 to 3 lines only.
10. Materials to be bound are to be picked up from and delivered to:

Mobile County Revenue Commissioner

Attention: Betty Heubach, Comptroller

Attention: Glen A. Ford, Revenue Administrator

Attention: Sonia Daniels, Property Maintenance Coordinator

3925 Michael Blvd., Suite G

Mobile AL 36609

ASSESSING/BUSINESS PERSONAL PROPERTY
TEMPORARY BOOK COVER SPECIFICATIONS

1. Temporary book covers made to 7x8-1/2 size.
2. Buckram glued to 140# white index.
3. Three lines of foil stamping, 36pt., 2 lines of 24 pt. Stymie type.
4. Four 3/8” holes drilled, with slits cut out.

LAND REDEMPTION

DOCKET BOOKS – BINDING SPECIFICATIONS

1. Docket books are to be hard bound.
2. Book size – adequate to bind page size 8-1/2"x14" (varying thickness) with factory end sheets or 140# Spectratech white index.
3. Books are to be padded, drilled and sewn.
4. Binder boards are to be .123 thicknesses.
5. Books to be bound in (color to be decided) Sunbeam Buckram with headbands.
6. Spine of book foil stamped in 24 pt. Century Helvetica type.
7. Front cover foil stamped in 36 pt., 24 pt. Gothic type.
8. Books consist of three lines on spine and three lines on front cover.
9. Picked up and delivered within 4 working days.
10. Materials to be bound are to be picked up from and delivered to:

**Mobile County Revenue Commission
Attention: Erica Thomas, Tax Auditor I
3925 Michael Square Blvd., Suite G
Mobile AL 36609**

LAND REDEMPTION

CERTIFICATE BOOKS – BINDING SPECIFICATIONS

1. Certificate books are to be hard bound.
2. Book size – adequate to bind page size of 8-1/2"x14" (varying thickness) with factory end sheets of 140# Spectratech white index.
3. Books are to be padded, drilled and sewn.
4. Binder boards are to be .123 thicknesses.
5. Books to be bound in (color to be decided) Sunbeam Buckram with headbands.
6. Spine of book foil stamped in two lines 18 pt. Helvetica type.
7. Front cover foil stamped in three lines, 18 pt. Helvetica type.
8. Books consist of two lines on spine and three lines on front cover.
9. Picked up and delivered within 4 working days.
10. Materials to be bound are to be picked up from and delivered to:

**Mobile County Revenue Commission
Attention: Erica Thomas, Tax Auditor I
3925 Michael Blvd., Suite G
Mobile AL 36609**

LAND REDEMPTION

NEWSPAPER ADVERTISING – BINDING SPECIFICATIONS

1. Newspaper ads are to be hard bound.
2. Book size – adequate to bind page size of 15"x22" (varying thickness) with factory end sheets of 140# Spectratech white index.
3. Books are to be padded, drilled and sewn.
4. Book boards are to be .123 thicknesses.
5. Books to be bound in (color to be selected) Sunbeam Buckram with headbands.
6. Spine of book foil stamped in 24 pt. Century, 36 pt. Century.
7. Front cover foil stamped in 36 pt. Century, 30 pt. Gothic type.
8. Books consist of three lines on spine and three lines on front cover.
9. Picked up and delivered within 4 working days.
10. Materials to be bound are to be picked up from and delivered to:

**Mobile County Revenue Commission
Attention: Erica Thomas, Tax Auditor
3925 Michael Blvd., Suite G
Mobile AL 36609**

MAPPING DEPARTMENT

MAP BINDERS SPECIFICATIONS

1. 50 each map binders with hinges to be hard bound.
2. 11-1/2x17-1/2" covers with .123 boards covered with PS Sunbeam Buckram with white index inside front and back cover.
3. Inside map sheets drilled with 2" screw posts.
4. Each book to be foil stamped with four words on front cover in 36 pt. Century.
5. Picked up and delivered within 15 working days to:

**Mobile County Revenue Commission
Attn: Ronald Davis, GIS Manager
3925 Michael Blvd., Suite G
Mobile, AL 36609
251-574-8731**